



**VEDAVYASA INSTITUTE OF TECHNOLOGY**  
Kakkove, Malappuram Dt, Kerala, 0483-2832157, Mob: 9446565077  
Affiliated To AICTE, APJAbdul Kalam Kerala Technological University, And Govt. Of India

**Constitution of Planning & Monitoring Committee for the year 2020-21**

In compliance with the order of Dr S. Sangheethaa, Principal, Issuing from the requirement of Academic Regulations of APJ Abdul Kalam Technological University, Kerala, and Approval Process handbook 2018-19 of AICTE, a Committee as detailed below has been reformed.

Name of the Committee	<b>Planning &amp; Monitoring Committee 2020-21</b>
Date of Constitution	<b>07.09.2020</b>
Responsibility of the members	It shall be the duty of the planning and mentoring committee to develop and update mentoring process and procedures, organise meetings as and when required.
Higher Authority / Management	The Committee will report to the Principal

Designation in Committee	Name	Designation
Chairman	Dr. Arun Korath	Director, Vedavyasa Trust
Convenor	Dr. Sangheethaa S.	Principal
Member	Dr. Kavitha S. Murugesan	Vice Principal
Member	Mrs. Divya K.K.	HoD, CE
Member	Dr. Periasamy C.	HoD, ECE
Member	Dr Nimmy John	HOD S&H
Member	Mr. Binoy P.	Assoc. Prof., ME

Responsibility of the Cell

- To implement steps for helping high performing employees develop their leadership abilities
- To teaching new workers about the Institute and the expectations of management.
- To assist employees in meeting their career goals by honing new capabilities and to build productive relationships among co-workers.

The Constitution was adopted by the members to achieve the aims and execution of duties.

Approved by  Dr. S. Sangheethaa, Principal.

PRINCIPAL



Near Ramanattukara, Karad Paramba P.O.  
Malappuram District. PIN - 673 632



VEDAVYASA INSTITUTE OF TECHNOLOGY

Planning and Monitoring Committee

Minutes

Date 07.11.2020

Venue: Principal Room

Time : 3-4 PM

Chairperson: Dr. Sangheetha S., Principal

Evaluation Members Present:

Dr Kavitha S – HOD CSE, Prof Dr.Periasamy C – HOD ECE, Er Divya K K – HOD Civil. Mr.Binoy P-AP ME07,Dr.Nimmy John HOD S&H

**Agenda**

**Discussion**

Welcome greetings by Prof. Dr. Sangheetha S. to all the members

All the members were informed regarding the facilities feedback to be completed as circulated within 7 days from the date of start.

Planning for the improvement of infrastructure of the Institute, online virtual lab facility and Institute Industry Interaction programs.

All members agreed and submitted their new requirements as per semester course plan and IIC academic chapter schedule

Planning and monitoring of various activities related to department UBA, ENSAV, Professional Bodies, Magazine work, NSS online

Academic calendar to be organized as needed by the dept programs by Binoy Sir

Monitoring the academic performance, training and placement of the students

The team accepted the format to be followed

Faculty development Program mandatory for all faculty.

Mandatory scheme of minimum 3 days FDP to be attended by each faculty and the same can be utilized as FDP at VVIT for other team of faculty and students benefits.

**Resolution:**

Facilities feedback special team is provided

Placement officer to take more efforts since offline interview opportunities are more.

Professional body activities for workshops to be done have to be assigned to each staff.

Signatures:

Dr. Sangheetha S.  
Principal

Binoy P-AP ME07

Prof. Dr. Periasamy C

Er. Divya K K

Dr. Nimmy John

Dr Sangheetha S. Principal

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## DETAILS OF MEMBERS

Name	Designation	Mobile No.	Email Id
Dr. Arun Korath	Director, Vedavyasa Trust	9867593304	arunkorath@gmail.com
Dr. Sangheethaa S	Principal	9747552961	sangheethaa@gmail.com
Dr. Kavitha S. Murugesan	Vice Principal	9061212493	hodcse@vedavyasa.org
Mrs. Divya K K	HOD, CE	9400906939	hodce@vedavyasa.org
Dr. Periasamy C.	HOD, ECE	9445010909	hodece@vedavyasa.org
Dr. Nimmy John	HOD, SSH	9946550154	hods&h@vedavyasa.org
Mr. Binoy P.	Assoc. Prof., ME	9446339929	binoypoyill.vedavyasa@gmail.com

